

FINANCE ADMINISTRATOR

General Statement of Duties

Responsible for the Maine Charter School Commission (MCSC) oversight activities associated with charter contract compliance and enforcement in the area of public charter school accounting and finance. This includes conducting an ongoing analysis of each charter school's financial condition, calculation of financial metrics, business practices, providing training and school support activities, and producing annual fiscal reports for all MCSC charter schools.

Supervision Exercised

None.

Minimum Qualifications

Bachelor's degree, preferably in accounting or finance or related field, or subsequent work experience.

One year of related professional experience in accounting, finance or financial monitoring.

Ability to assist in the management of multiple assignments while balancing competing priorities with attention to detail.

Excellent verbal and written communication skills.

Ability to perform the essential functions of the job.

Preferred Qualifications

Knowledge of/experience with governmental accounting standards.

CPA certification.

Knowledge of charter schools/public education.

Auditing experience.

Duties and Responsibilities

Analyzes charter school financial documents (budgets, annual audit, quarterly financial statements and all associated documents) to assess current and ongoing financial viability and to determine compliance with the Charter Contract and applicable law.

Evaluates the financial health of charter schools, calculating standard ratios and metrics

Works with charter school staff and/or board members to address financial viability concerns and/or noncompliance with the Charter Contract and applicable law.

Provides fiscal analysis to assist MCSC leadership in developing plans to strategically address each charter school's specific situation.

Develops written reports and tools for displaying financial outcomes of charter schools.

Develops working relationships with finance contacts for assigned charter schools and is a resource to address and support specific needs.

Develops working relationship with Maine Department of Education (MDOE) staff.

Develops and provides individualized training for charter schools.

Reviews board meeting minutes and materials.

Participates in programs/conferences to disseminate best practices for training of charter school staff and/or board members.

Reviews state and federal authoritative guidance (legislation, MDOE memos, etc.), provides assessment to MCSC leadership and disseminates to charter schools.

Participates in MCSC meetings and provides assessment on charter school fiscal issues.

Provides fiscal analysis for each charter school to assist in end of year monitoring, 90-day review, pre-opening reviews contract amendment and reauthorization decisions.

Routinely reviews and updates business processes to increase efficiency and effectiveness.

Assists Director of Program Management with:

- Development of charter school end of year, renewal, pre-opening, 90-day reports;

- Development of reports to the Commissioner of Education and the Legislature;

- Oversight of MCSC website and digital presence.

Manages financial oversight and liquidation valuation procedures in case of school closure.

Keeps abreast of current research, trends, methods, and practices related to charter school financial monitoring.

Completes other duties as assigned.

Reports to:

Executive Director

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